

# Alto ISD

Return to In-Person Instruction &  
Continuity of Services Plan  
(RIPICS) 2021-2022



**Alto ISD  
RIPICS 2021**



Alto ISD  
244 CR 2429  
Alto, Texas 75925  
936-858-7100  
[www.alto.esc7.net](http://www.alto.esc7.net)

District Contacts for Covid-19 Concerns:

Superintendent	Kelly West	<a href="mailto:kwest@alto.esc7.net">kwest@alto.esc7.net</a>
Elementary Principal	Candis Mabry	<a href="mailto:cmabry@alto.esc7.net">cmabry@alto.esc7.net</a>
Middle School Principal	Krystin Lucas	<a href="mailto:klucas@alto.esc7.net">klucas@alto.esc7.net</a>
High School Principal	Shanequa Redd-Dorsey	<a href="mailto:sredd-dorsey@alto.esc7.net">sredd-dorsey@alto.esc7.net</a>

*Title IX Coordinator: For concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Le Ann Jones, Director of Assessment & Special Programs, 244 CR 2429 Alto, Texas 75925, 936-858-7100*

*ADA/Section 504 Coordinator: For concerns regarding discrimination on the basis of disability: Misty Townsend, Director of Curriculum & Instruction, 244 CR 2429 Alto, Texas 75925, 936-858-7100*

*All other concerns regarding discrimination: See the Superintendent, Kelly West, 244 CR 2429 Alto, Texas 75925, 936-858-7100*

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## **Introduction & Alto ISD Commitment**

As we reflect on the 20-21 school year and the challenges COVID-19 placed on public education, we are proud to say we MADE IT! We could not be more proud of our staff, students, and community for making last year an overall success when it came to health and safety. As the public health crisis continues, our focus for the 2021-2022 school year will continue to be on the health, safety, and well-being of our staff, students, and community.

Alto ISD continues to move forward responding to the pandemic and addressing student learning loss. AISD's RIPICS Plan (Return to In-Person Instruction and Continuity of Services Plan) has been created to be flexible as governing authorities and/or health officials update us on present situations of the environmental conditions effecting our protocols for safety. AISD's RIPICS Plan will be reviewed every six months at school board meetings (July & January through September 2023). All stakeholders have the opportunity to share input the month prior to board meetings concerning the AISD RIPICS Plan. Stakeholders include, but not limited to, staff, students, parents, community members, and board members. Stakeholders' input includes, but not limited to, information and ideas addressing concerns of our special populations, mental health services, lost instructional time, improving air quality, purchasing educational technology, and repairing/improving school facilities to reduce the risk of virus transmission and exposure to environmental health hazards. Stakeholder input has been gathered by stakeholder surveys posted on [www.alto.esc7.net](http://www.alto.esc7.net), and stakeholder meetings (school board meetings, district SBDM). Alto ISD has and will continue to engage in meaningful consultation with stakeholders and give the public an opportunity to provide input in the development of its plan for the uses of ARP ESSER funds to be utilized for safely opening and operating for in-person learning according to CDC guidance. The funds will address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning and full-year tutorials. Alto ISD ensures that the interventions to be implemented will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted by the COVID-19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

*The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students and staff safe. Plans will remain flexible to accommodate potential changes, and these guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of these changes and updates. The Alto ISD website will provide you with the most up-to-date information.*

## Instructional Options for 2021-2022

### AISD TRADITIONAL ON-CAMPUS INSTRUCTION:

- Student participates in traditional on-campus instruction 100% of the time.
- AISD Traditional On-Campus will follow the adopted 21-22 district calendar and follow regular school hours.
- Students will have movement throughout the day. Elementary students will leave for rotation classes, lunch, and PE. Middle and high school students will follow a traditional 9-period rotation schedule.
- AISD will follow guidelines and mandates from the state, TEA, and local authorities to ensure a safe learning environment for all students and staff.
- Staff and students will follow the Governor's Executive Order that is current in place regarding face coverings.  
AISD will not require the wearing of face masks at any time, in any of our facilities. However, if a student, staff member, or guest wishes to wear a mask, they are allowed to do so.
- Bus transportation will be offered. See page 19 for additional details on bus transportation.

## Return to School Protocols

Following are the return to onsite school protocols for Alto ISD campuses and administration buildings. Since this is an ever-changing situation, the district may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Alto ISD will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The district will comply with applicable federal and state employment and disability laws, workplace safety standards and accessibility standards to address individual needs.

### Preparation for the Opening of School

Alto ISD will ensure all staff, resources, and supplies are prepared for opening school, including but not limited to, assigning sufficient staff to carry out re-opening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations and resources to assist with plans and protocols for health and safety. Before schools re-open, Alto ISD will implement health and safety plans that include:

- Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer, etc.)
- Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency
- Ensuring compliance with CDC, Health and Human Services, the Texas Education Agency or other jurisdictional policies
- Providing communication of procedures and expectations upon entering facilities and throughout buildings

### Protocols for Screening

- Staff will be required to complete a self-screening process prior to entering an Alto ISD building, and the district may require further screening of employees at any time based on current state and federal guidelines. Teachers and staff must report to their supervisor if they have COVID-19 symptoms or are lab confirmed with COVID-19 and must remain off campus until re-entry criteria has been met.
- **A parent or guardian will be required to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.**
- **Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19.** Staff and students should not enter campuses or district buildings if any of the following apply. The individual is:
  - Symptoms: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, fatigue, congestion/running nose, nausea/diarrhea, new loss of taste or smell.
  - Has a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.

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- Teachers will monitor students and refer them to the nurse if symptoms are present.

### **Protocols for Isolation**

- For students displaying symptoms of COVID-19 or are feeling feverish, the school nurse will provide a clinical assessment including temperature check to determine if and when a student needs to be sent home.
- Students who are ill will be separated from their peers and should be picked up within 30 minutes and no later than 1 hour from the time the campus has contacted the parent/guardian.
- Schools must close off areas that are heavily used by the individual with the lab confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, school must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate on any on campus activities
- Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine the below condition for campus re-entry has been met:
  - At least ten days have passed since symptoms first appeared or positive test result was confirmed.

### **Protocols for Personal Protective Equipment**

#### PPE Requirements

- At the time of this publication, masks will not be required for students, staff, or visitors per state mandate.
- The district will provide hand sanitizer.

### **Protocols for Campus Visitors**

#### Visitor Screening/PPE Requirements

- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus.
- Masks will not be required for visitors per state mandate.
- All visitors must sign-in at campus offices.

# Alto ISD RIPICS 2021

## **Protocols for Hand Washing/Sanitizing**

Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

### Hand Washing/Sanitizing Expectations

- Hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria, and in common areas throughout the campus.
- Staff and students will be expected to regularly wash or sanitize their hands.
- Teachers will provide hand sanitizer upon entry to classroom and periodically give reminders during instructional day.
- Habitual and thorough hand washing after recess, before eating, and following restroom breaks.

## **Protocols for Campus Cleaning and Disinfecting**

Frequent cleaning and disinfection will support a healthy learning and work environment for students and staff.

### Daily Campus Cleaning

- Each classroom and restroom will be cleaned, disinfected, and sanitized every evening.
- All high-touch areas will be disinfected throughout the day.
- Cafeteria will be cleaned, disinfected, and sanitized between lunch periods.

### Weekly Campus Cleaning

- All buildings, classrooms, and buses will be electro-statically sanitized on a weekly basis or more frequently as needed.

### Restrooms

- Increased disinfecting will occur throughout the school day. Staff and students must wash hands with soap and water prior to exiting the bathroom. Proper handwashing techniques will be taught to all students and consistently reinforced.

## **Protocols for Common Areas and Meetings**

Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, conference rooms, and other meeting rooms.

- All students and staff will be required to use hand sanitizer when entering and exiting common areas.

## **Protocols for Positive COVID-19 Cases on Campus**

- If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to disinfect and sanitize the classroom/facility.
- Custodial staff will clean, disinfect, and sanitize classrooms, restrooms, athletics, fine arts areas and all additional areas throughout the school facility.



## Campus Health & Safety Protocols

### Training

On the first day a student attends school on campus, school systems must provide instruction to students on appropriate hygiene practices and other mitigation practices adopted in the local school system. To include the practice of covering coughs and sneezes with a tissue, and if not available, to cover cough or sneeze with their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

### Safety Training for Protocols & Procedures

#### Student

- Students will participate in training specific to newly adopted health and safety protocols.
- All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, social distancing, and sanitation of work areas.
- If a student is experiencing symptoms, they need to immediately notify a teacher.

#### Parent

- Parents are asked to talk to their students about COVID-19 symptoms and prevention strategies.

#### Teacher/Staff

- Teachers attend training and develop classroom procedures consistent with TEA, District and CDC guidance.
- All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.
- All staff will monitor students that exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.

### **School Arrival & Dismissal**

All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts. Students will go straight to the designated areas set by each campus. **Students may not be dropped off before 7:15 AM. Parents are required to remain in their vehicles during drop-off and pick-up.**

### Student Drop Off

#### Student

- Students will be required to use hand sanitizer when entering the building.

#### Parent

- Parents should follow pick up protocols regarding how to pick up their child.
- Parents are required to remain in their vehicles during drop-off and pick-up.

#### Teacher/Staff

- Assigned staff supervises student arrival, directs students to waiting areas and encourages campus protocols including social distancing.

### General Building Arrival

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## Student

- Wash hands or use hand sanitizer upon arrival.
- Students will be assigned to report to a specific area and will be expected to adhere to schedules for morning arrival.
- Students are expected to stay seated until they are dismissed by a staff member.
- Students can utilize the bathroom.

## Parent

- Parents are encouraged to talk with their child about the health benefits of personal space at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.
- Parents are required to screen their child/children before dropping off each day.

## Teacher/Staff

- Campus staff are required to complete the self-screening before entering the buildings.
- Staff members will be assigned to supervise students who report to morning arrival in classrooms.

## **BUS TRANSPORTATION**

### Transportation COVID-19 Protocol: Parent Information

The Alto ISD Transportation Department offers the following guidance to parents and caregivers regarding school bus transportation for daily bus routes. Bus routes will run at regular capacity.

### Bus Stop Expectations

- Students should NOT share food, drinks, or personal devices.

### Morning & Afternoon Boarding Bus Procedures

- Use hand sanitizer (provided near the bus stairwell).
- Bus in motion rules: Standard Alto ISD bus rules apply.

### Unloading at Campus & Bus Stop

- Unloading will start from the front to the back.
- Students are required to use hand sanitizer when entering the building.

### Disinfecting Protocol

School bus drivers and staff will clean, disinfect, and sanitize windows, seats, and high-touch items after each AM and PM route.

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## Cafeteria - Breakfast and Lunch

Breakfast and lunch will be provided free of charge to all Alto ISD students.

Hand sanitizing stations will be available at entrances and exits of the cafeteria.

### Student

- Students will be expected to follow campus guidelines for cafeteria procedures.
- All students are expected to wash hands or use hand sanitizer prior to entering the cafeteria.

### Parent

- Parents are encouraged to talk with their child about the health benefits of washing their hands, and/or using hand sanitizer during breakfast and lunch times.

### Staff

- Staff on duty will be expected to monitor students at all times.
- Staff on duty will ensure students use hand sanitizer when entering and exiting the cafeteria.

## Standard Classroom Procedures

Classroom protocols and procedures will include expectations regarding not sharing school supplies, social distancing, and hand washing or sanitizing, etc. Each classroom will be outfitted with the following:

- Hand sanitizer stations.

## Classroom

### Student

- Students should wash their hands or use hand sanitizer upon entering each classroom.
- Students will participate in training specific to newly adopted health and safety protocols.
- Students should honor the personal space of their peers.

### Parent

- Parents are asked to read all school communication regarding health and safety protocols.
- Parents should talk to their students about COVID-19 symptoms and prevention strategies.
- Parents are asked to check their child for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school. Notify the school nurse or office.

### Teacher/Staff

- Teachers/staff should actively monitor students at all times in classrooms and hallways.
- Teachers will provide students with training on health protocols.
- Teachers will limit the use of shared school supplies.

## Classroom Setup

### Student

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- Students will be expected to adhere to class and school-wide protocols that are consistent with CDC guidelines.
- Students will avoid sharing school supplies.
- Students will be aware of the location of hand sanitizer, tissue, and trash cans.

### **Teacher/Staff**

- Ensure that hand sanitizer, tissue, and trash cans will be available in several locations throughout classrooms and common areas to limit student and staff movement.
- Teachers will create systems to limit the sharing school supplies.

### **Classroom Arrival**

#### **Student**

- Students are ask to use hand sanitizer when entering a classroom.
- Students should avoid touching high-touch areas if possible.

### **Water Fountains**

#### **Student**

- Students will need to bring their own water bottle(s). Water refill stations are available.
- Students are expected to bring their own water bottle for use throughout the day.

#### **Parent**

- Parents are asked to secure water for their child to bring to school on a daily basis.
- Parents are asked to label student water bottles.
- Parents are asked to assist students, as needed, to clean reusable water bottles on a daily basis.

#### **Teacher/Staff**

- Monitor that students take reusable water bottles home to be cleaned.

### **Recess/Playground**

Administrators provide training for staff on guidelines and procedures associated with outdoor play and student activities. Administrators will develop a schedule for students to access the playground equipment. Teachers will monitor students to ensure safety guidelines are followed.

### **Extracurricular and Identified Electives**

All extracurricular practices and contests will be conducted following safety protocol provided by guidance from AISD, UIL and TEA. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, locker room usage, etc.

Practices and contests will follow protocols established by UIL, TEA and Alto ISD. In-season and off-season activities will follow the most current guidelines available.

All students will communicate with Athletic Trainers, Coaches, Directors or Instructors to notify them of any exposure or positive tests.

# Alto ISD RIPICS 2021

## **School Events and Activities**

### Guidelines for School Wide Events/Activities

- At the time of publication, masks are not required for any school event of activity.
- School events and activities will be allowed for the 21-22 school year.
- Administration will follow all AISD, UIL and CDC guidelines in regard to games, practices, etc.
- Any school wide events that are approved to be held on campus must adhere to requirements outlined by Alto ISD, TEA and UIL. (Examples: grade level pep rallies, assemblies, performances, etc.)
- Boosters must collaborate with and seek approval from campus/district administration prior to any event that is planned.

## **Library**

Prior to the 2021-22 school year, AISD library staff will prepare the library space to ensure the safe operation of the library by doing the following:

- A hand sanitizer station will be stationed at the entrance to the library.
- Entrance and exit signs will be placed on designated doors.

The following protocols will be followed by all AISD students when visiting the library.

1. Upon entering the library, all students will sanitize their hands at the hand sanitizer station.
2. Students will be able to browse for books, but will be cautioned to not handle too many. Students will also be instructed on how to browse the library's online catalog to alleviate in person browsing.

\*\*\*The library will be sanitized after each class visit.

## **VACCINATIONS**

Search [vaccines.gov](https://www.vaccines.gov), text your zip code to 438829, or call 1-800-232- 0233 to find COVID-19 vaccine locations near you.

## Roles, Responsibilities, and Resources

### Preparing for Learning

#### Student

- Come to school with supplies, completed assignments, and ready to learn.
- Complete class/course by district/teacher deadlines.

#### Parent

- Access Google Classroom information and instructions.
- Access teacher expectations/syllabus for students.
- Daily prepare your child for learning by helping your child organizing materials/backpack.
- Designate a routine and specific place in the home for academics.

#### Teacher

- Weekly plan with grade-level team/department team and principals concerning instructional goals and strategies for all students.
- Follow the curriculum scope and sequence.
- Upload instructional materials and resources into Google Classroom.

### Academic Expectations

#### Student

- Be on time and ready to learn when entering the classroom.
- Attend class daily.
- Collaborate with teacher and peers during class discussions.
- Ask for clarification if you do not understand how to use learning tools such as Google Classroom.
- Practice digital citizenship.

#### Parent

- Obtain Parent Portal Access.
  - Check student grades periodically throughout each quarter.
- Ask your child what he/she learned at school each day.
- Partner with your child's teacher to collaborate in order to produce the best educational experience for your child.
- Create and maintain open communication with your child's teacher via Remind, email, phone calls, and/or face-to-face conferences.
- Teach your child responsibility and to take ownership of his/her own learning.

#### Teacher

- Instruct students on Google Classroom accessibility and maneuvering as they utilize learning materials for assignments.
- Assess students' assignments in a timely manner to give feedback and address next steps if tutorials or interventions are necessary.
- Post grades in a timely manner; at least weekly.
- Classroom teachers provide instruction and interventions as data determines.

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- Intervention teachers provide intervention aligned to classroom needs, campus and district schedules.
- Teachers must follow student IEP / 504 accommodations.
- Provide services for ESL and G/T.
- Monitor student progress continuously (with documentation).

### **Mental Health, Social Emotional Learning**

#### Student

- Seek guidance from a trusted school employee or adult when feeling anxious or struggling with feelings of depression, anger, etc.

#### Parent

- Be a good listener for your child, and learn what to listen for if and when your child cries out for help.
- Reach out to the school counselor if you need/want to visit about any concerns you have about your child.

#### Teacher

- Provide a mental, social, and emotional safe place within the classroom.
- Watch for warning signs for mental health struggles.
- Report all concerns to campus counselor or administration.
- Complete all required professional learning for mental health.
- Self-check yourself mentally, socially, and emotionally.
- Reach out to a school counselor, administrator or trusted adult if you need/want to visit about any concerns you have about yourself.

### **Staff and Student Support**

#### SEL/Mental Health

- Safe learning environment.
- SEL provided by the district: bullying prevention, suicide prevention, child abuse prevention, dating violence prevention, sexual harassment prevention.
- Certified Counselor at Elementary and Secondary.
- Multi-Tiered System of Support(RtI)
- Substance Abuse-Red Ribbon Week
- Capturing Kids Hearts
- All students' breakfast/lunches are free.

#### Academic

- Multi-Tiered System of Support(RtI)
- Extended Day Tutorials – intense instruction, reteach, and intervention (1 hour)
- Built-in intervention period PK-12

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### Special Populations Support

#### Special Education

- ARD committees will determine the unique needs of students who receive special education services and will make service recommendations for students.
- Progress will be carefully monitored and ARD Committees will convene as needed to make appropriate recommendations to meet individual student needs. This will ensure continued growth in the general education curriculum and on IEP goals and objectives.

#### English Learner

- LPAC Committees will determine the unique needs of students who receive English Learner services and will make service recommendations for students.
- Progress is monitored via TELPAS results, STAAR results, local assessments, and intervention progress monitoring.

#### 504

- 504 Committees will determine the unique needs of students who receive services and will make service recommendations for students.
- Progress is monitored via STAAR results, local assessments, universal screeners, and intervention progress monitoring.

#### Dyslexia

- Students will receive support as outlined in the Texas Dyslexia Handbook.
- Progress is monitored via STAAR results, local assessments, universal screeners, and intervention progress monitoring.

#### Gifted and Talented

- Students will receive support as outlined in the AISD Gifted and Talented Handbook.



**ALTO ISD  
STUDENT COVID-19  
SELF-SCREENING ACKNOWLEDGEMENT**

As always, Alto ISD student health and safety is a top priority. As such, all students who report to an Alto ISD facility must self-screen for the below listed COVID-19 symptoms and take their temperature **before** entering an Alto ISD facility/vehicle **each day**. When self-screening, students must determine if they are experiencing any of the following symptoms *in a way that is not normal for them*.

Feeling feverish or a measured temperature greater than or equal to 100.0 degrees	
Loss of taste or smell	Cough
Difficulty breathing	Shortness of breath
Fatigue	Headache
Chills	Sore throat
Congestion or runny nose	Shaking or exaggerated shivering
Significant muscle pain or ache	Diarrhea
Nausea or vomiting	*Known close contact with a person lab confirmed to have COVID-19*

CONFIRM WITH LOCAL HEALTH AUTHORITY \*In general, close contact is defined as: (a) being directly exposed to infectious secretions (e.g., being coughed on); or (b) being within 6 feet for a cumulative duration of 15 minutes, however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination. Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with Covid-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

By signing below, you acknowledge that your child is required to self-screen for the above COVID-19 symptoms and take their temperature before entering an Alto ISD facility/vehicle **each day**.

You further acknowledge that if your child is experiencing any of the above symptoms in a way that is not normal for them or have been lab-confirmed with COVID-19, they are not to enter an Alto ISD facility/vehicle, and must contact the school nurse immediately.

Student Name: \_\_\_\_\_ Campus: \_\_\_\_\_  
 Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent Signature: \_\_\_\_\_